Sacramento State
Business Partners Round Table – February 23, 2007
Participants Responses to “What’s not working?”
(Updated 4-9-07)

1. **Cost Recovery** - Assigned to Justine Heartt (understands concern) and Clint Lee (for solution)
   a. No details of mailings on report. Would like a breakdown of mail expenses/postage
   b. Would like some reference to authorized services they could recognize

   Clint and Justine are putting together a task force to explore system and/or procedural improvements. This task force will include Campus CCR Service Provider Representatives and Campus User Volunteers. Call for volunteers at the Friday, April 6th, Business Partners Round Table.

2. **Need a clear explanation of year end lump sum budget information** – Assigned to Stacy Hayano
   a. Followed up with two phone calls to Darlene Monroe in Housing to get more information in order to do the research.
   b. Sent an email asking for more information in order to do the research – heard back from Darlene and the following describes what she wanted to know:

   Currently, when we run the close process and roll encumbrances from one fiscal year to the other, encumbrances are lumped together into one total by ChartString via a journal entry and the detail is lost. She wanted to know if there is an easy way view encumbrances individually to determine which PO’s are included in that lump sum total.

   I explained to her that we brought the issue up with the Chancellor’s Office and they would need to make some kind of modification to CMS in order to correct this problem. We don’t know if or when that will be.

   The way we currently retrieve the detail of prior year encumbrances is to run an nVision as of the prior year end (e.g. 6/30/2006) and change the tree date to 6/30/06 then drill down on the encumbrance total to see the various PO’s that make up that total. Darlene is aware of that process and just wants to know if there was an easier and less time consuming way of retrieving the information.

3. **Procurement Services** – amendment form needs edits – Volunteer - Suzanne Swartz
   a. The issue was that end users were having trouble typing in some of the fields on the Amendment Request Form. The changes to the form were made within a few days of the BPRT. It should be fine now, but if end users are still having trouble with the fields they can contact Heidi Langman in our office at X87410.

4. **More updates on salary changes, including SSI and GSI** – Assigned to Stacy Hayano, Liz Redmond/Kent Porter
   a. Expect to post majority of the Divisional salary increases by March month-end closing